

# Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT  
NUMBER: 12-145**

**SUBJECT:  
Deputy Foreign Service National Investigator  
(DEPUTY FSNI), FSN 9  
BAGHDAD**

**DATE:  
09-05-12**

**OPEN TO:** All Interested Candidates/All Sources

**FROM:** Human Resources Office

**POSITION:** Deputy Foreign Service National Investigator (Deputy FSNI), FSN-9; FP-5\*

**OPENING DATE:** September 05, 2012

**CLOSING DATE:** OPEN UNTIL FILLED

**WORK HOURS:** Full time: 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): 44,850 USD p.a. (Gross salary)  
(Position Grade: FSN-9)

\*Not-Ordinarily Resident (NOR): 50,043 USD p.a. (Starting Basic salary)  
(Position Grade: FP-5).

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK  
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Baghdad is seeking individuals to fill the positions of Deputy Foreign Service National Investigator (FSNI) in the Regional Security Office.

## **BASIC FUNCTION OF THE POSITION:**

The incumbent is the deputy to the Senior FSNI, the primary law enforcement and security liaison between The Embassy and Government of Iraq (GOI) police and security forces. At the direction of the RSO and Senior FSNI, the Deputy FSNI is responsible for managing and supervising up to four FSNI's who will conduct investigations, draft correspondence and serve as translators during agent-led interviews and assist with post-interview Reports of Investigation. The main duties and responsibilities will include but are not limited to the following:

1. Tasking the FSNI's with security incident investigations and as well as organizing and maintaining investigation case files.

2. At the direction of the Senior FSNI, the Deputy FSNI will serve as a special advisor to the RSO concerning GOI internal security matters, host country laws, threat information and GOI security support for embassy events. The Deputy FSNI will act as the Senior FSNI in his/her absence.
3. The Deputy FSNI is also responsible for providing assistance to Americans under the Chief of Mission who are involved in security incidents (criminal acts, traffic accidents, terrorist incident, kidnapping, etc). He or she ensures that police reports are obtained and provides all necessary representation of American personnel in any court proceeding.
4. The Deputy FSNI will task the FSNI's and review the drafts of all RSO official correspondence with GOI, such as Diplomatic notes and provide translations of documents received by RSO.
5. The Deputy FSNI will develop and maintain local security contacts and will be available for other duties as assigned by the RSO

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office and can be obtained by contacting us at [BaghdadJobs@state.gov](mailto:BaghdadJobs@state.gov)

### **QUALIFICATIONS REQUIRED:**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University studies in investigations or security/paramilitary activities from a police academy or military school. Is required.
2. The FSNI applicant must have five years minimum required in investigative or security background, which can include experience in police or security work.
3. Level III (Good working knowledge) Reading/Speaking/Writing English and Level IV (Fluency) Reading/Speaking/Writing Arabic required (**Language proficiency will be tested**)
4. Knowledge of the principles and techniques of security or investigations is required. A good working knowledge of documentary sources of information and familiarity with pertinent local laws such as marriage, divorce, adoption etc is required. A basic understanding of the different sects within Iraq and their current and historical connotations is necessary.
5. Knowledge of the principles and techniques of investigating, possess the ability to distinguish between relevant and irrelevant information and to report facts accurately in a logical, concise and objective manner. Organizational knowledge of the Iraqi Police and or the Army is required.
6. Training in computer programs (MS Outlook, Word and Excel at a minimum) is required.

## **SELECTION PROCESS:**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current Locally Employed Staff (LES) are ineligible to apply for advertised positions within the first year of their employment, unless currently hired into a temporary position with less than 365 days.
3. Current Local Employed Staff (LES) serving a probationary period are not eligible to apply.
4. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
5. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
6. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first year of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY:**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO:**

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to [BaghdadJobs@state.gov](mailto:BaghdadJobs@state.gov)

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on below:

<http://iraq.usembassy.gov/jobsvacancies.html>

**E-mails received without the appropriate subject line will not be considered.**

**Your e-mail must state the vacancy title and vacancy announcement number in the subject line,**

**example:** - 12-145 Deputy Foreign Service National Investigator (Deputy FSNI), FSN - 9

**CLOSING DATE FOR THIS POSITION: OPEN UNTIL FILLED**

The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

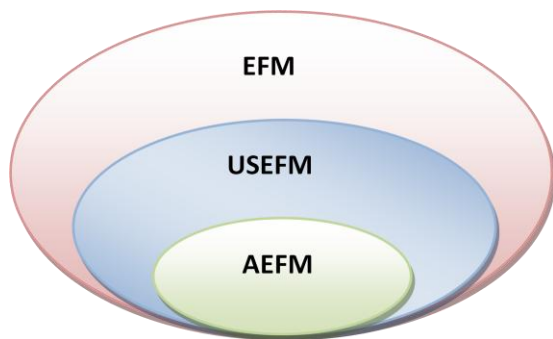
The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: HRO/WDG

Cleared : RSO/TH

Drafted : HRA/DC

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad

at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References